Course Catalog

Custom Dental Assisting School, LLC

Edmond Location
17840 N. Penn Ave
Edmond, OK 73012

Purcell Location
700 Chandler Rd
Purcell, OK 73080

Cushing Location
3200 E. Main St.
Cushing, OK 74023

Atoka Location
1306 W Liberty Rd
Atoka, OK 74525

(405) 245-2576
assist@customdental-usa.com

EFFECTIVE Oct 1, 2018
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Contact Hours
Monday-Saturday
8 a.m. – 7 p.m.
(Hours that we can be contacted)

Dental Practice Hours of Operation
Monday-Thursday
8 a.m.-6 p.m.
(Full dental practice hours in which the student will complete their weekly, 4 hr on-the-job training)

School Hours of Operation
Friday or Saturday
8 a.m. - 5 p.m.
(During offered course dates, when lecture and lab will take place)

Holiday Schedule
• Classes will not be held on the following holidays:
  Memorial Day
  Independence Day
  Labor Day
  Thanksgiving Day

• Classes are held on the following days:
  - Fridays or Saturdays 8 a.m.- 5 p.m. during Course Dates specified on application.
    - Lectures will take place in the Dr.’s office.
  - One Saturday during the course for Radiology Certification. Date and location for certification will be given on the first day of class due to the certification being offered by the Oklahoma Dental Foundation, NOT Custom Dental Assisting School.
    - Radiology Certification Course dates can be found at www.okdf.org
  - Students also required to complete 4 hrs of on-the-job training at a Custom Dental location every week until the course has concluded. Students will be graded on appearance, attitude, attendance, and performance. Students will choose their day and time at the end of each class from a sign-up sheet to best accommodate schedules.
    - On-the-job training hours are not the same as and do not count towards the 40 hour externship.

*Transportation will not be provided for Radiology Certification or on-the-job training.
**History**

Custom Dental Assisting School was established in 2011 by Dr. Nathan Brown. Dr. Brown is the CEO of Custom Dental, a series of 10 dental offices in multiple states, which began over 30 years ago. He practices general dentistry with emphasis in crown and bridge, removable prosthetics, oral surgery, Endodontics, periodontology, implants and orthodontics.

Dr. Brown, as an author, mentor, and dental speaker, felt that after expanding Custom Dental to 10 offices, in just 3 years, growing at 63,000 new patients a year, their system is worth opening a school and giving opportunities to share the unique education Custom Dental’s Assistants have experienced.

**Philosophy**

Custom Dental Assisting School proudly presents a 10 week dental assisting program providing and focusing on “hands-on” training with a practicing dentist along with classroom and lab education. We are dedicated to providing real life experiences in the dental field to give our students the best possible training on procedures and techniques to jump start their passion and career in dentistry. We are driven by the understanding that our success is dependent upon the success of our students.

**Mission**

Our mission is to equip and prepare students to achieve a professional status as competent dental assistants who have graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.
List of School Administration and Faculty

School Administration

Dr. Nathan Brown, D.D.S.......................Director of Education and Owner
Mandi Danker........................................Course Director, Instructor, and Owner
Jessica Bond.................................Assistant Course Director, Instructor, and Marketing Director

Books, Tools, and Major Supplies

Our enrollment contract states that our tuition for our students includes:

- One set of scrubs
- All educational and dental materials
- Dental Assisting Permit in the State of Oklahoma
- CPR Certification (must pass CPR test)
- OSHA Certification (must pass OSHA test)
- Radiation Certification Test (must pass Radiology test provided by the Oklahoma Dental Foundation)
- Letter of Recommendation (must attain a 70% or greater)

Admission Requirements

1. Graduation from an approved High School Program
2. Successful completion of a GED (Certification of Equivalency).
3. Must possess a desire to learn and an attitude encouraging success.
4. Must be able to communicate effectively, using proper English and Grammar.
5. Applicants must submit your completed application packet to the dental assisting program with down payment on or before the course deadline for consideration to the program.
6. Must present themselves professionally in behavior and appearance.
7. Custom Dental Assisting School does not give any credit for prior training or work experience.

*Requirement #’s 1 & 2 are NOT requirements BUT are strongly encouraged.*
School Policies

- A 70% GPA is required for certificate. Failure to maintain grade point average will result in student being placed on probation.

- Student must maintain an 80% attendance record. Failure to maintain attendance will result in student being placed on probation.
  
  - Attendance is calculated by the number of days a student attends class and on-the-job training out of the total possible days of class and on-the-job training.

- Absences, tardiness, or leave cannot be made up.

- ONLY EXCUSABLE ABSENCES***-Previous week’s quiz or test can be made up in addition to the following week’s quiz or test and will be due promptly at 8:30am.

- Student will be responsible for signing up for an open on-the-job training shift for that week.

- 2 Tardies (arriving more than 5 min late) equal 1 absence.

- Conduct of each student must be cordial. Students must be respectful to instructor and each other by not talking to one another, use of phone, or any other distractions during class. Failure to comply will result in student being asked to leave the class and accept an absence for the day.

- Professional behavior and appearance is expected from students when training in clinical area. Uniform/Scrubs will be worn to class or on-the-job training shift.

- Exceptions to policies and rules must be approved in advance by the schools director.

- *Once Students are placed on probation, they will remain on probation until completing the course due to our 80% attendance record policy. (see second bullet point)
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
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<tr>
<td>B</td>
<td>89-80%</td>
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<tr>
<td>C</td>
<td>79-70%</td>
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<tr>
<td>D</td>
<td>69-60%</td>
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<tr>
<td>F</td>
<td>59-0%</td>
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Course Objective

Upon completion of this course, the student will be equipped and prepared to achieve a professional status as a competent dental assistant who has graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.

The following subjects are covered in depth from both an academic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our state-of-the-art practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive opportunities to be certified in CPR, OSHA, and Radiology—one of four expanded duties that are offered to dental assistants by the Oklahoma State Board of Dentistry. As for the other 3 expanded duties (Nitrous Oxide Application, Coronal Polishing, and Placing Sealants) our students will have most of the prerequisites to accomplish those duties and have been trained in these by completing this course of study. Details of the student's extensive clinical training are outlined below.
# Course Outline

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<thead>
<tr>
<th>SUBJECT/PHASE</th>
<th>CREDIT HOURS</th>
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<tr>
<td></td>
<td>LECTURE</td>
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<tr>
<td>Intro to Dental Assisting/Terminology</td>
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<tr>
<td>Radiology/Charting</td>
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<tr>
<td>Oral Surgery/Implantology</td>
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<td>4handed dent/restorative/endodontics</td>
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<tr>
<td>OSHA training/CPR certification</td>
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<tr>
<td>Fixed and Removable Prosthetics</td>
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<tr>
<td>Intro to Periodontics</td>
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<td>Orthodontics/Resume</td>
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<td>Job Interview/Placement Assistance</td>
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<tr>
<td>Hands on Dental Assisting</td>
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<tr>
<td>Externship</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>36</td>
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Course Descriptions

Students Will Perform the Following Essential Skills on LIVE Patients:

1. Take a full FMX (18 films) + Panoramic x-ray
2. Rubber dam placement Instruction
3. Upper and lower alginate impressions, model pouring and trimming
4. Fabricating upper and lower bleaching trays
5. HVE Suctioning
6. Instruction on Monitoring patient nitrous oxide administration and calculating nitrous percentages
7. Instruction on Coronal Polishing and Topical Fluoride
8. Instruction on placing Sealants on teeth
9. Basic setup, procedure setup, and breakdown of operatory room
10. Instrument passing to doctor

All students will receive training in the following areas:

I. Dental Terminology and the Dental Assistant Profession
   A. Preferred traits, qualities, and duties of a Dental Assistant
   B. Brief overview of medicine and health questionnaire
   C. Dental and oral anatomy, tooth identification and numbering system on models as well as live patients
   D. Dental terminology
   E. Equipment operation, chair positioning, assistant equipment usage

II. Radiology, Charting, Dentrix
   A. Brief navigation of Dentrix
   B. Seating the patient, new patient experience
   C. X-ray theory and technique, digital x-rays and other methods
   D. Intraoral, bitewing, periapical, and panoramic exposure methods
   E. X-ray identification, interpretation, safety and precautions
   F. Oral exam and dental charting

III. Oral Surgery and Implantology
   A. Familiarity and use of instruments, materials and procedures in assisting for Oral Surgery:
   B. Topical anesthetic placement
   C. Local anesthetic types and properties
   D. Preparing tx room, anesthetic syringe, patient
   E. Instruction on monitoring patient nitrous oxide administration and calculating nitrous percentages
   F. Oral Surgery - instruments, procedures and post-op protocols
   G. Implants - one piece, two piece, and o-ball

IV. Four Handed Dentistry, Restorative, and Endodontics
   A. Instrument transfer techniques, chair-side assisting and patient HVE suctioning techniques
   B. Chair-side doctor-patient-assistant positioning
   C. Familiarity and use of Instrument transfer techniques, materials, chair-side assisting and patient HVE suctioning techniques for restorative and other procedures
      1. Burs - uses and properties
      2. Rubber dam placement
      3. Toffelmier/Matrix band placement
   D. Amalgam/Composite fillings: processes
   E. Inlays, Onlays, and Endodontics - instruments, medicaments and materials: how and why they are used

V. OSHA Training and CPR Certification
   A. Sterilization process and importance, autoclave operation, Handpiece care and maintenance
B. Instrument and equipment sterilization / disinfection  
C. Treatment room disinfection and asepsis techniques  
D. OSHA (Occupational Safety & Health Act) Certification  
E. CPR (Cardiopulmonary Resuscitation) Certification  

VI. Fixed and Removable Prosthodontics  
A. Types of Crowns & Bridges  
B. Core Materials & their uses  
C. Polyvinyl "gun type" impression taking  
D. Temporary acrylic crown fabrication  
E. Types of permanent and temporary cement used in dentistry  
F. Practice mixing cements and liners  
G. Types of Oral Prosthetics: Dentures, PartialS, Flippers etc.  
   1. reline materials and uses  
   2. denture stabilization  

VII. Introduction to Periodontics  
A. Intro to Periodontics  
   1. Stages of periodontal disease  
   2. Perio Charting  
B. Introduction to Coronal Polishing  
C. Introduction to placing Sealants  
D. Alginate Impressions and practice in their uses  
E. Model pouring and trimming  
F. Fabrication and delivery of bleaching trays  
G. Dental Specialties Overview: Oral Surgery, Orthodontist, Pedodontist, Periodontist, Prosthodontist  

VIII. Orthodontics and Resume  
A. Straight wire Orthodontics  
B. Invisalign  
C. Orthodontic numbering, instruments, and terminology  
D. Changing elastics  
E. Resume Instruction  

IX. Job Interview and Placement Assistance  
A. Proper image, dress, resume, and how to prepare for the job interview itself.  
B. Difficult questions you may face during an interview - how to answer them.  
C. Do's and don'ts during the interview, what to expect.  

Course Externship  

Custom Dental Assisting School (CDAS) does NOT arrange the Externship, however, will provide assistance if needed. The Externship will be evaluated, within the guidelines of a CDAS score sheet, by the dental office where student chooses. The Externship may begin to take place after Midterms, but is strongly encouraged not to begin until after the course is over to have a more expanded knowledge of dental assisting. There is ONE MONTH DEADLINE from the end of the course to have the 40 hr Externship COMPLETED. The Externship score sheets will need to be completed and faxed every Friday following a day of externship from that week. The Dental Assisting Completion Certificate will be awarded on the last day of the course (if student achieves a 70% or greater), on the other hand, the Letter of Recommendation will NOT be awarded until the Externship is completed. CDAS is NOT responsible for transportation to the Externship location.
Refund Policy

A graduation certificate and letter of recommendation will be only awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course at a reduced fee of $1500.

An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee. All monies paid by student will be refunded if requested within three days after signing enrollment agreement and making an initial payment. For a student requesting a refund after three days of enrollment but prior to entering school and starting the course of training, all monies will be refunded except for a $150 enrollment fee. For a student terminating training after entering school and starting the course of training, but within the first week, the tuition will be refunded minus $350 plus any outside certification fees. After the first week but within week 3 of the course, 75% of the tuition will be refunded minus the $150 enrollment fee plus any outside certification fees. Between weeks 3-5, 50% of the tuition will be refunded minus the $150 enrollment fee plus any outside certification fees. No refunds will be given if terminating the course after week 5 has been completed. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund.

This policy applies to students who drop out or who are dismissed.

Records

Copies of certificates and enrollment agreement will be kept on permanent file at the school office address:

Custom Dental Assisting School, LLC
10800 S. May Avenue
Edmond, Oklahoma 73025
(405) 245-2576
Student Enrollment Contract
Effective as of Oct 1, 2018

Name____________________________________________________________ Date____________________

Address________________________________________________________________________ Phone____________________

City, State, Zip__________________________________________________________ DOB____________________

Course Dates & Location________________________________________________________________________ Total Tuition Cost $______________

This enrollment contract between ______________________________________ and Custom Dental Assisting School reflects legal written agreement between each party. He/She will receive instruction in the course, Dental Assisting. Specific class title is listed in the course outline and school catalog. A Dental Assisting Certificate of Completion will be awarded at the end of the course upon completion of the course totaling 160 hours. The first day of class will begin____________________. The student is responsible for the total tuition price stated above including a $1,500.00 down payment prior to the first day of class and the remaining balance due by the last day of the course. The tuition fee includes 1 set of scrubs, all educational and dental materials, Dental Assisting Permit, CPR Certification, OSHA Certification, Radiology Certification Test, and Letter of Recommendation with an approximant cost of $150.00. *The CPR, OSHA, and Radiology Certifications are achieved only if the student passes their certification tests and a Letter of Recommendation is only awarded to those students attaining a 70% or greater in the course and complete their 40 hour externship. The student is also responsible for the $10.00 Radiation cost for personal license upon passing Radiation Certification Test. Although employment counsel is given, post-school employment is the sole responsibility of the graduate.

A graduation certificate and letter of recommendation will be only awarded to those students attaining a 70% or above grade average and complete their 40 hour externship. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course at a reduced fee of $1500.

An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee. This policy applies to students who drop out or who are dismissed on the enrollment agreement. All monies paid by student will be refunded if requested within three days after signing enrollment agreement and making an initial payment. For a student requesting a refund after three days of enrollment but prior to entering school and starting the course of training, all monies will be refunded except for a $150 enrollment fee. For a student terminating training after entering school and starting the course of training, but within the first week, the tuition will be refunded minus $350 plus any outside certification fees. After the first week but within week 3 of the course, 75% of the tuition will be refunded minus the $150 enrollment fee plus any outside certification fees. Between weeks 3-5, 50% of the tuition will be refunded minus the $150 enrollment fee plus any outside certification fees. No refunds will be given if terminating the course after week 5 has been completed. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

By signing this contract, student acknowledges that he or she had read understands and accepts all the provisions of this enrollment contract and that he or she has received an executed copy.

School Official ___________________________ Date______

Applicant Signature ___________________________ Date______
Custom Dental Assisting School (CDAS) is designed to equip and prepare students to achieve a professional status as competent dental assistants who have graduated with the skills and credentials required performing and working towards a career and passion to help others through dentistry.

**Dental Assisting**

<table>
<thead>
<tr>
<th>Daytime School</th>
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<tbody>
<tr>
<td>Length in Months</td>
<td>2.5</td>
</tr>
<tr>
<td>Number of Weeks</td>
<td>10.0</td>
</tr>
<tr>
<td>Contact Hours</td>
<td>160.0</td>
</tr>
</tbody>
</table>

Tuition Cost ......................................................................................................................... $ 3,697.00

Items provided/prepaid for student:

- 1 set of scrubs, all educational and dental materials, CPR Certification, OSHA Certification, Radiology Certification Test, Dental Assisting Certificate, Letter of Recommendation. ................................................................. $ 150.00

Enrollment Fee .......................................................................................................................... $ 150.00

**TOTAL COST** ......................................................................................................................... $ 3,997.00

The Class Schedule is as Follows

- Fridays or Saturdays of Course Dates
- 8 a.m. - 5 p.m.
- On-the-Job Training
- 4 hrs every week during Course

This Catalog is certified to be true and correct

[Signature]

Date 10-1-18

Dr. Nathan Brown, Owner and Administrative Official

Effective date of Catalog – 10-01-2018

Custom Dental Assisting School, LLC
10800 S. May Ave
Edmond, Ok 73025
(405) 245-2576
Custom Dental Assisting School

Emergency Contact Form

Contact One
Name__________________________________
Address_________________________________
Home #_____________________Work #_________________
Relationship_________________________________

Contact Two
Name__________________________________
Address_________________________________
Home #_____________________Work #_________________
Relationship_________________________________

Contact Three
Name__________________________________
Address_________________________________
Home #_____________________Work #_________________
Relationship_________________________________